

## REQUEST FOR AFFIXING BANNERS TO EXTERIOR SKYWAY BRIDGES

\_\_\_\_\_ hereby requests permission to affix banners or signs to the  
(organization)  
exterior skyway bridge(s) at the following locations:

\_\_\_\_\_ Street, connecting the \_\_\_\_\_

Building with the \_\_\_\_\_ Building. Skyway number \_\_\_\_\_

\_\_\_\_\_ Street, connecting the \_\_\_\_\_

Building with the \_\_\_\_\_ Building. Skyway number \_\_\_\_\_

\_\_\_\_\_ Street, connecting the \_\_\_\_\_

Buildings with the \_\_\_\_\_ Building. Skyway number \_\_\_\_\_

(If more, please attach additional page listing locations.)

Our event entitled \_\_\_\_\_ will run from \_\_\_\_\_ through \_\_\_\_\_  
(name of event) (date) (date)

I am requesting permission to have the banners or signs in place from \_\_\_\_\_ through \_\_\_\_\_.  
(date) (date)

I have read, understand, and will comply with the requirements attached.

Attached is a copy of a public liability insurance policy in the sum of one million dollars  
(\$1,000,000) naming the City of Saint Paul and HRA as additional insured.

I agree to pay the City of Saint Paul for the cost of installing \_\_\_\_\_ banners at a rate of  
\$\_\_\_\_\_ per banner for a total cost of \$\_\_\_\_\_.

Organization's Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Billing information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

FAX # \_\_\_\_\_

Signature \_\_\_\_\_ Date of Request \_\_\_\_\_

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**For Internal Use:**

**APPROVAL**

\_\_\_\_\_  
YaYa Diatta, Department of Safety and Inspections

Date invoice sent: \_\_\_\_\_

Date received check: \_\_\_\_\_

Amount: \_\_\_\_\_

\_\_\_\_\_  
Erin Dady, Director of Marketing

\_\_\_\_\_  
MnDOT (7<sup>th</sup> Street and Robert Street skyways only)

## REQUEST FOR AFFIXING BANNERS TO LIGHT POLES

\_\_\_\_\_ hereby requests permission to affix banners to the  
(organization)  
light poles at the following locations:

\_\_\_\_\_, in between the cross streets of \_\_\_\_\_ and \_\_\_\_\_  
(street)

\_\_\_\_\_, in between the cross streets of \_\_\_\_\_ and \_\_\_\_\_  
(street)

\_\_\_\_\_, in between the cross streets of \_\_\_\_\_ and \_\_\_\_\_  
(street)

\_\_\_\_\_, in between the cross streets of \_\_\_\_\_ and \_\_\_\_\_  
(street)

\_\_\_\_\_, in between the cross streets of \_\_\_\_\_ and \_\_\_\_\_  
(street)

(If more, please attach additional page listing locations.)

Our event entitled \_\_\_\_\_ will run from \_\_\_\_\_ through \_\_\_\_\_.  
(name of event) (date) (date)

I am requesting permission to have the banners or signs in place from \_\_\_\_\_ through \_\_\_\_\_.  
(date) (date)

I have read, understand, and will comply with the requirements attached.

Attached is a copy of a public liability insurance policy in the sum of one million dollars  
(\$1,000,000) naming the City of Saint Paul and HRA as additional insured.

I agree to pay the City of Saint Paul for the cost of installing \_\_\_\_\_ banners at a rate of  
\$\_\_\_\_\_ per banner for a total cost of \$\_\_\_\_\_.

Organization's Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Billing information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

FAX # \_\_\_\_\_

Signature \_\_\_\_\_ Date of Request \_\_\_\_\_

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**For Internal Use:**

**APPROVAL**

\_\_\_\_\_  
YaYa Diatta, Department of Safety and Inspections

\_\_\_\_\_  
Erin Dady, Director of Marketing

Date invoice sent: \_\_\_\_\_

Date received check: \_\_\_\_\_

Amount: \_\_\_\_\_